

Administrative Subdivision Review Procedure (Staff Review Only)

The subdivision of land NOT involving a street dedication, but requiring only dedication of right-of-way to widen an existing street and no water and sewer extension and consisting of no more than three (3) lots shall follow the administrative procedure. If any area proposed for subdivision is part of a larger tract that has sufficient lot area to be re-subdivided which the subdivider owns, has an option on or legal interest in, any part of the tract shall not be subdivided under the administrative procedure.

Adequate and safe access shall be provided when creating a subdivision. In no case shall a lot have less than 15 foot lot frontage. Under the administrative procedure, flag pole lots may be permitted provided that:

- A) there is a minimum lot frontage of 15 feet when a driveway gives access to one (1) dwelling unit.
- B) there is a minimum lot frontage of 30 feet when a driveway gives access to two (2) dwelling units.

If any area proposed for subdivision is a part of a larger tract has sufficient lot area to be re-subdivided, which the subdivider owns, has an option on or legal interest in, no more than three (3) flagpole lots shall be permitted. A new street right-of-way shall be dedicated to give access to four (4) or more lots.

The following steps are for administrative subdivision review:

1. Final Plat submittal.
2. Final Plat review by staff.
3. Recording of Final Plat.

